

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

TITLE: Child & Adolescent BHS Coordinator	EMPLOYMENT TERM: 12 Month Full-time
DIVISION: Health Services	DEPARTMENT: Behavioral Health Services
EXEMPT/NON-EXEMPT: Exempt	FUNDING SOURCE: HIS

QUALIFICATIONS:

1. Ph.D. or Ed.D. in Psychology preferred. Will consider a Master level Clinical Social Worker (LISW), Masters in Counseling or Psychology (LPCC).
2. Three or more of years proven experience in a position of administrative leadership and supervision in the development of mental health, substance abuse, or social service programs for children or adolescents. Experience in programs combining two or three of these disciplines preferred.
3. Three or more years of direct clinical experience with children and families.
4. Experience providing clinical services to Native American communities required; fluency in Navajo language preferred.
5. Evidence of knowledge, skill and abilities that include DSM-IV disorders, substance abuse issues, family dynamics, community education and prevention, developing community-based systems of care, and developing interdisciplinary approaches to clinical and community services.

SUPERVISED BY: Behavioral Health Services Coordinator

SUPERVISES: Prevention Specialists and Prevention Assistant

PAY RANGE: PhD/EdD – Grade Q; Masters – Grade N

WORKING HOURS: Normal hours 8AM – 5PM, 40 hours per week

LUNCH HOUR: One Hour

POSITION GOAL: Develop, coordinate, and oversee the provision of interdisciplinary behavioral health services (including mental health, substance abuse, social services, and other related support services) for children, adolescents, and families in a variety of settings throughout the Alamo Navajo Community, particularly in the Alamo Community School and the Alamo Division of Early Childhood. The goal is to establish a wraparound model of services to meeting the behavioral health needs of children, adolescents, and their families.

DUTIES & RESPONSIBILITIES:

1. Provides clinical supervision, direction, and oversight to staff of the Behavioral Health Services Department (BHS) involved in providing clinical services to children, adolescents, and families.

2. Provides direct clinical services to children, adolescents, and families, including psychological assessments, individual, group, and family therapy, behavioral intervention, parent/teacher consultation and education.
3. In conjunction with the Behavioral Health Services Coordinator, directs efforts of BHS staff to provide a culturally responsive continuum of care to meet the behavioral health needs of Alamo families. Coordinates with ANSB Divisions, the Alamo Community, and other agencies to develop and implement a seamless system of comprehensive services to support the healthy development of Alamo families (i.e., “wraparound services”). Other agencies BHS interacts with include Eastern Navajo Agency Special Education, Navajo Nation Department of Social Services, Navajo Nation Juvenile Justice system, Socorro Mental Health Foundation, New Mexico Dept. of Human Services (CYFD) and NM Dept. of Health (BHSD).
4. Directs and oversees adolescent substance abuse treatment services.
5. Develops and implements a comprehensive, culturally responsive program to promote child and family behavioral health and to prevent alcohol, tobacco, and other drug abuse as well as other high-risk behaviors, with the overall goal of promoting health and preventing disease. Directly supervises BHS prevention staff.
6. Serves as consultant to health care providers, school administrators, teachers, other ANSB staff, and staff of other agencies as indicated.
7. Researches the nature of mental health problems affecting Alamo children and families, and evaluates methods used in the treatment of those problems.
8. Directs and oversees child/family-related quality assurance activities within BHS.
9. In conjunction with the Behavioral Health Services Coordinator, ensures appropriate assessment and assignment of clients to service providers, and the issuance of reports to referring agencies; conducts weekly case staffing meetings to assess the progress of all current ongoing clinical cases being seen by BHS staff to ensure quality and appropriateness of treatment.
10. In conjunction with the Behavioral Health Services Coordinator, develops program level working policies, protocols, guidelines, quality standards, position descriptions and performance evaluation criteria to guide staff in implementing the program; monitors the performance of staff.
11. In conjunction with the Behavioral Health Services Coordinator, provides or ensures BHS staff development, education, and training to acquire the necessary skills to carry out the program.
12. Supervises BHS staff through a chain of command as indicated on the Alamo Health Services organization chart, in accordance with ANSB, Inc., personnel policies.
13. In conjunction with the Behavioral Health Services Coordinator, develops and assures maintenance of data and recordkeeping systems which safeguard client confidentiality and meets legal and program requirements.
14. Assists the Health Services Director with developing, negotiating and monitoring BHS program and budget, and prepares periodic reports regarding BHS activities as required for management or to meet the requirements of the program.
15. Supports and carries out responsibilities in accordance with ANSB, Inc., and Alamo Navajo Health Center policies and procedures.
16. Performs other duties as assigned.

SPECIAL CONDITIONS:

1. This is a child sensitive position subject by law to fingerprinting and a criminal/character background investigation.
2. New employees in this position are required to provide evidence of current TD, MR, and PPD or chest x-ray status; the clinic can provide these and the Hepatitis B series (optional) at no charge if the employee cannot produce evidence of them.
3. Pursuant to resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
4. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used to pay the Employee's salary and benefits unless the Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the provision of services to non-IHS beneficiaries.
5. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this position description, the employment contract and the Board's Indian Self-Determination Agreement, should be reported immediately by the Employee to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

CERTIFICATION: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

Employee

Date

Supervisor

Date